

ADMINISTRATIVE - INTERNAL USE ONLY

19 September 1985

MEMORANDUM FOR: Director of Training and Education
VIA: Inspector General
FROM:
Chief, Audit Staff
SUBJECT: Audit of the Office of Training and Education

1. The Audit Staff has scheduled an audit of the Office of Training and Education covering the period 1 July 1983 - 30 September 1985. The audit will include a review of administrative controls and procedures and a review of financial and logistical transactions.

2. The audit is planned to begin about 15 October 1985. We will request an initial meeting with you or your representative to discuss the audit and to identify those areas where you feel our audit effort may be most beneficial.
 has been assigned as Audit Manager and will be assisted by one or two other auditors.

3. Please indicate your concurrence by signing and returning the original of this memorandum.

CONCUR:

Director of Training and Education

26 SEP 1985

Date

Distribution:

- Orig. - Signature & Return
- 1 - D/OT&E
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